



EMPLOYMENT OPPORTUNITY

Sr. Circulation Assistant

Recruitment Number: 04-226

Salary: \$2697.47 - \$3278.81/ Monthly
Filing Deadline: 5 PM, FRIDAY JULY 16, 2004

POSITION SUMMARY

The Senior Circulation Assistant position reports to the Circulation Supervisor and is responsible for performing the more complex clerical library and customer service duties in a public library setting. This position supports the most effective circulation of materials utilizing a computerized on-line system and provides supervision and/or lead direction to assigned staff and performs other duties as assigned.

ESSENTIAL FUNCTIONS

(Functions may include, but are not limited to, the following): The Senior Circulation Assistant performs complex clerical library and customer service duties in a public library setting. This position: leads, assigns, directs and reviews the work of assigned staff; trains assigned staff and other support staff in work procedures; resolves complex questions related to the daily work; checks patron status to verify registration information; issues library cards; calculates and collects fines and other charges for overdue, lost or damaged books or audio/visual materials; checks library books and materials in and out utilizing a computerized on-line system; records and balances daily receipts; maintains records and files related to library services, activities and projects; prepares a variety of periodic and special library processing reports; sets up circulation desk for daily activities; turns on terminal; prepares cash drawer and desk supplies; explains library circulation policies and procedures to guests; responds to requests for information and materials; assists other library staff; refers difficult or unusual problems to appropriate supervisory or professional staff members; contacts guests regarding overdue items, books and materials that are received; receives, verifies and releases materials for on-line reserve requests; unpacks, checks and sorts daily book shipments and distributes as indicated; operates standard office equipment and performs general clerical and typing work; receives returned books and materials, reviews due dates and examines items for damages; sorts returned materials for return to local shelves or for shipment to other library locations; builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education Training and Experience: Any combination of experience and training equivalent to: Completion of the twelfth grade and two years of responsible journey level experience involving public contact and administrative office support duties. License: Possession of, or ability to obtain, a valid California Driver's License.

Knowledge, Skills and Abilities: Knowledge of: principles and practices of assigning and reviewing the work of others; general municipal library services, organization and functions, including Dewey decimal system; basic public desk etiquette and methods of providing information; English usage, spelling, grammar and punctuation; basic arithmetic; modern office practices and procedures; computer equipment and software applications related to assignment. Ability to: plan, assign, train and review the work of assigned staff; make accurate arithmetic computations; make sound judgments and decisions within established guidelines; interpret library procedures and operational manuals; operate standard office equipment; work evenings and weekends; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk for long periods of time and/or stand at a counter for prolonged periods. Intermittently twist and reach office equipment; reach below and above shoulder to reach bookshelves; write or use keyboard to communicate through written means; occasionally run errands; lift up to 25 pounds.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

The City contributes 8% to the Public Employees Retirement System (PERS) for the employee Positions that are represented by the Chula Vista Employees Association will have a 1.92% salary deduction that coincides with the Work Furlough Program. Employees will accrue up to 40 furlough hours between their hire date and June 30, 2005

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

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